



1 RCSCC NELSON
TERMS OF REFERENCE

PHASE OFFICER

Rank: NCdt/OCdt
Civilian Volunteer

Abbreviation: PhaseO

The PhaseO is responsible for overseeing the delivery of the cadet mandatory and optional training program for their assigned phase. This includes providing guidance, direction, and mentorship to instructional staff teaching that phase.

The PhaseO reports to the TrgO, 1 RCSCC NELSON.

Direct Reports:

- PhasePO

Indirect Reports:

- Phase Cadets
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Pre-Requisites:

- Nil.
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General:

- Read e-mails regularly (at least once per week) and respond to e-mails promptly. Review CCO SharePoint message boards to stay current on up-to-date information relevant to the unit and its cadets and staff.
- Ensure policies and procedures are adhered to by remaining familiar with and up-to-date on CAF policies (DAODs, CFAOs, CANFORGENs, scales of issue) and CCO policies (QSPs, CATOs, Nat CJCR Sp Gp Orders, CANCDTGENs, Area Office policies and procedures) as it pertains to training.
- Serve as an instructor and directly supervise cadets as required.

Training:

- Ensure Phase training is conducted IAW the QSP and IGs.
- Provide PO completion information to A/TrgO regularly for FORTRESS records.
- Conduct an initial interview, a mid-year evaluation, and a year-end evaluation with each cadet. Mid-year can be verbal.
- Conduct training counselling sessions as detailed in the QSP. TrgO and StandardsO to be in attendance.
- Track phase cadet's EO attendance, and ensure deficiencies are addressed as they arise.
- Advise the StandardsO of any required remedial instruction or practice for course cadets experiencing difficulties.
- Keep phase cadets informed of all matters pertaining to their phase.
- Coordinate with PhasePO to ensure the instructional needs of the phase are being met.

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- Mentoring the PhasePO, and provide guidance on instruction and leadership.
- Brief instructors on assigned lessons and the standard expected to be achieved IAW the QSP & IG.
- Arrange for any required instructional training aids.
- Ensure classroom control is maintained and deal with any discipline matters IAW CSOs Part 7.
- Complete the Phase Qualification record IAW QSP.
- Keep the TrgO informed of all matters.